

**We claim :**

1. A process for preparing alkyl/aryl chloroformates of formula  $R\text{-OCOCl}$  wherein R is selected from the group consisting of linear alkyl, branched alkyl, cycloalkyl, arylalkyl, aryl and substituted aryl, the process comprising adding a solution of alcohol of formula  $R\text{-OH}$  wherein R is selected from the group consisting of linear alkyl, branched alkyl, cycloalkyl, arylalkyl, aryl and substituted aryl, in an organic solvent, to a mixture of triphosgene, a catalyst, a base and an organic solvent, at a temperature in the range of  $0^{\circ}\text{C}$  to ambient for a time period in the range of 1 to 48 hours to obtain a solid, separating the solid by filtration and removing the solvent from filtrate to obtain the alkyl/aryl chloroformate formula  $R\text{-OCOCl}$ , and purifying the alkyl/aryl chloroformate.
2. A process as claimed in claim 1 wherein the catalyst is selected from the group consisting of an organic tertiary amine and an organic amide.
3. A process as claimed in claim 2 wherein the organic tertiary amine comprises triethylamine.
4. A process as claimed in claim 2 wherein the organic amide comprises dimethyl formamide.
5. A process as claimed in claim 1 wherein the base is selected from the group consisting of inorganic metal carbonate and bicarbonate.
6. A process as claimed in claim 5 wherein the inorganic metal carbonate is selected from the group consisting of sodium carbonate, potassium carbonate and calcium carbonate.
7. A process as claimed in claim 5 wherein the bicarbonate is selected from the group consisting of sodium bicarbonate and potassium bicarbonate.
8. A process as claimed in claim 1 wherein the alcohol is selected from the group consisting of benzyl alcohol, n-octanol, 2-ethylcyclohexan-1-ol, n-butanol and phenol.
9. A process as claimed in claim 1 wherein the organic solvent is selected from the group consisting of acetone, acetonitrile, tetrahydrofuran, hydrocarbons selected from hexane, cyclohexane, benzene, toluene, xylene, chlorinated hydrocarbons selected from dichloromethane, dichloroethane, and preferably toluene or hexane.
10. A process as claimed in claim 1 wherein the solvent for the process and the solvent for the alcohol are the same.